

MENDOCINO CITY COMMUNITY SERVICES DISTRICT
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Minutes of March 30, 2020

Per California Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, the meeting is being held via teleconference.

1. Call to Order

The Regular Meeting was called to order by Vice President Hauck at 7:00 p.m. via teleconferencing. Present were Directors Hauck, Rice, Arnold and Sullivan. Superintendent(s) Mike Kelley and Ryan Rhoades, and District Secretary, Jeannée Christ, were also present on the call.

2. Approval of Minutes

Minutes of January 27, 2020

Corrections: Remove all of Section 6 b and c

MOTION Rice/Hauck To approve the minutes of January 27, 2020, as amended.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.

NOES: None

ABSENT: None

Minutes of February 10, 2020 Special Meeting

Corrections: First Page – Section 4, Second Paragraph - remove "aa" insert "another".

First Page – Section 4, Tenth Paragraph - delete entire sentence.

Second Page – Section 4, Tenth Paragraph, First Sentence change "of Mendocino's Election Board" to "Board of Supervisors".

Second Page – Section 4, Tenth Paragraph, Second Sentence delete "Mendocino Board and the"

Delete last paragraph in entirety.

MOTION Hauck/Arnold To approve the minutes of February 10, 2020, as amended.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.

NOES: None

ABSENT: None

3. Communications

A letter was received on March 24, 2020, from a business owner asking to lower her bill due to the COVID-19 business closures.

4. Public Comment

Attorney Morrow, discussed the contents of a letter he forwarded to the District at 4:55 p.m., today's date. Vice President Hauck said relief was up to the State and Federal Government; however, we will leave it open to a "Special Meeting" during the next month. Director Arnold asked how James Sullivan became a Board Member. Vice President Hauck explained that Jim was appointed by the Mendocino County Board of Supervisors at their March 24, 2020, meeting.

5. New Business

a. Resolution 2020-266 - Action to Adopt Rules of Parliamentary Procedures

Vice President Hauck suggested that this item be continued until the next meeting as he felt that there may be an alternative.

MOTION: Rice/Arnold to table adoption of rules of Parliamentary Procedures to next meeting.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.
 NOES: None
 ABSENT: None

b. Resolution 2020-267 Action for Purchase of Biosolid Trailer

Superintendent Ryan explained the need for a trailer. The purchase price is \$15,100.

MOTION: Arnold/Rice To purchase a Biosolid Trailer for \$15,100.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.
 NOES: None
 ABSENT: None

c. Tree Removal 10705 Palette Drive Parcel

Superintendent Kelley explained the situation with the potentially hazardous tree. Eeger Beaver gave the District a quote for \$4,490, which included removing branches. Superintendent Kelley explained that the cost is being split with Point of View Mutual Water Company.

MOTION: Rice/Sullivan To have the District share the cost to have the tree removed for \$2,245.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck
 NOES: None
 ABSENT: None

6. Groundwater Management

a. Groundwater Extraction Permit Application Approval:

1. 45010 Ukiah Street – Barry Cusick. Superintendent Rhoades explained the change of use to the residence. Attorney Morrow objected.

MOTION: Arnold/Sullivan To approve Groundwater Extraction Permit Application for 45010 Ukiah Street – Barry Cusick.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.
 NOES: None
 ABSENT: None

b. Hydrological Study Approval for:

1. 10940 Lansing Street Section 4B Approval – Mel Lockey APN119-070-19. Superintendent Kelley wants to continue this item until the next Board Meeting. Collin Morrow objected.

MOTION: Arnold/Rice To move Hydrological Study Approval for 10940 Lansing Street – Mel Lockey to the next Board meeting.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan and Hauck.
 NOES: None
 ABSENT: None

c. Monthly Groundwater Management Report

October 1, 2019 was the beginning of the 2019-20 rain year. Average annual precipitation in Mendocino is 40.04 inches, and average rainfall in April is 3.03 inches. By April 22nd, 2020, 1.29 inches of rainfall has been measured in the District for the month. Vice President Hauck said that we will have a severe drought in a few months if we do not have significant rainfall. Mendocino Beacon reporter, Michelle Blackwell, asked at what stage drought would the District be in if there were an Ordinance in effect. Superintendent Kelley said "Stage Four". Vice President Hauck said a Special Meeting should be scheduled for April 16, 2020, to reintroduce the water contingency plan so that the public can be informed of the vote at the April 27, 2020, Board Meeting. Director Rice expressed his concerns. Vice President Hauck said any disagreement could be discussed at the meeting.

7. Old Business - None

8. Attorney's Report - None

9. Superintendent's Report

There were no MCCSD collection system sanitary sewer overflows during March, 2020. No recycled water was transferred to the High School in January 2019. Operators performed routine repair and maintenance at the wastewater treatment plant during March 2020. The Safety Officer conducted the monthly safety inspection of the plant and safety meeting on March 11th, 2020. The 30-minute safety meeting was on "*Ladders and Stairs*". The Mendocino County Health Hazmat inspection on 3/18/20 went well. Construction has started earlier than expected due to good weather. Procurement of materials and equipment mobilization continues. We are waiting for Fort Bragg Electric to finish the conduit work to begin pouring the slab. The office is part of the construction zone and we are adapting. We are not renting a mobile office which saves the district \$5,000 a month. Corona virus preparedness is ongoing. The fuel Cell has arrived and is being stored indoors. We ordered a new 100 V pump. Asbestos has been found in our office building. The Wahlund change order for abatement is an additional \$7,852. The 15-year-old lawn tractor cannot be repaired; we will purchase a new one. The new Superintendent is settling into position.

10. Committee Updates – None

11. District Secretary's Report

a. Monthly Register of Cash Disbursement January/February 2020

Director Arnold had two questions regarding payments, check #14716 Business card, is over \$3,500 is that a credit card? What is the break out of how that money is spent? That is a lot of money and we don't know where it is going. Vice President Hauck said the District has a credit card statement, correct? Secretary Christ said yes it is the credit card and approved by Superintendent Ryan Rhoades before we make a payment. Superintendent Rhoades reminded the board that he had not seen the credit card statement being referenced nor was he employed by the District at the time those charges were made. Superintendent Kelley mentioned he did not recall seeing this credit card statement but explained how credit card charges are accounted for. Director Arnold asked about check #14804 to Saving Bank Change for almost \$2500 what is that for? Secretary Christ said she would have to look into that. Vice President Hauck also had a question about that payment. Superintendent Kelley told the Board that Secretary Christ had transferred \$400,000 from the MCCSD general account to LAIF State Investment account. Secretary Christ told the board that was a recent transfer and not on this report.

MOTION Sullivan/Rice To approve January/February 2020 disbursements in the amount of \$50,399.30. Check numbers 14708 through 14747 and on-line CalPERS, State and Federal Tax Deposits.

ROLL CALL VOTE: AYES: Directors Rice, Arnold, Sullivan, and Hauck.
 NOES: None
 ABSENT: None

b. Monthly Register of Cash Disbursement February/March 2020

Vice President Hauck introduced the item and mentioned it was nice to see we have a little more money coming in than going out for this period. Director Arnold had two questions, what is USA Bluebook, and what is the check #14789 with no description? Secretary Christ responded that she is having computer problem and not sure what Director Arnold is looking at. Director Arnold said one of the items for \$692 has no description of the payee. Secretary Christ said she would check it out. Vice President Hauck said there are two checks with no description of the payee, check #14776 and check #14789. Director Arnold mentioned she is missing a whole page of checks related to this period of cash disbursements. Director Rice is also missing a page of cash disbursement checks. Vice President Hauck suggest tabling the approval of cash disbursements from February/March until all members have the complete report.

MOTION Arnold/Rice- To postpone approval of February/March 2020 disbursements until the next Board Meeting.

ROLL CALL VOTE: AYES: Directors Rice, Sullivan, Arnold and Hauck.
 NOES: None
 ABSENT: None

c. Update on Delinquent Sewer Accounts and Certificate of Liens

The Board of Directors reviewed the update on delinquent accounts and Certificate of Liens. There was a discussion regarding holding off on late fees due to customers' inability to pay at this time.

D

. The Quarterly Report - Income and Expenses Ending December 31, 2019

There was a board discussion about the COVID Virus and how it may affect the District finances.

12. Matters from Board Members

There was a discussion regarding Committee assignments. Director Rice stated that he had asked for something to be on the agenda regarding groundwater twice. Vice President Hauck scheduled a Special Meeting for April 16, 2020, to discuss the matter further.

Adjourn to Closed Session

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code §54956.9 (a) and Public Employee Performance Evaluation pursuant to Government Code §54957.

Resume regular meeting. It was reported at the conclusion of the Closed Session that the Board continued legal discussions with our attorney and personnel discussions.

13. Regular Meeting Adjournment 10:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Rhoades', written over a horizontal line.

Ryan Rhoades

District Superintendent